Navy Tuition Assistance (TA) Program

Overview of Policies and Procedures

Training provided by:
Navy TA Program Manager
Center for Personal and Professional Development (CPPD)
Voluntary Education Department
Dam Neck Annex, Virginia Beach, VA

Senior Enlisted (E-7 to E-9) and Officers

- Welcome to our TA online briefing

- We are delighted that you are pursuing your educational goals and look forward to supporting your efforts!

Objectives

- This presentation provides information regarding your Tuition Assistance benefit to meet your educational goals:
  - Current TA policies
  - How to process your TA application
  - Your responsibilities in using TA

Let's Get Started…

- The Chief of Naval Personnel (CNP) establishes policy on Voluntary Education (VOLED) Programs.

- CPPD at Dam Neck Annex in Virginia Beach executes VOLED programs via 54 Navy College Offices worldwide and the Navy College Virtual Call Center in Pensacola.

What Is “Navy TA”?

- TA provides funds for eligible active-duty personnel to attend approved educational institutions on an off-duty basis to earn a high school diploma, vocational/technical certificate, or college degree.
- TA pays for tuition and fees directly associated with the course of instruction.
- Of course, there are some limits!

Current TA Policies

- TA will pay for the following amounts per fiscal year:
  - 16 semester hours, not-to-exceed $250/credit
  - 24 quarter hours, not-to-exceed $166.67/credit
  - 240 clock hours, not-to-exceed $16.67/hour
  - Or a combination of the above

Current TA Policies (continued)

- To use TA, you must be serving on active duty until the last day of the course.
- Additionally, by law, officers who use TA must agree to serve two years after completing their final funded course. This obligation runs concurrent to any other service obligation.

Current TA Policies (continued)

- In 2007, CNP added TA eligibility requirements
- You do not combine TA with the Advanced or Graduate Education Voucher (AEV/GEV) or Duty Under Instruction (DUINS)
- Your command must certify that:
  - You have passed your most recent Physical Fitness Assessment (PFA), or received a medical waiver

Current TA Policies (continued)

- Navy College will validate that:
  - Your course is nationally or regionally accredited
  - Your tuition reflects semester, quarter, or clock hours
  - You have a signed Education Plan by the time you finish your 5th course funded by TA or the Navy College Program for Afloat College Education (NCPACE)
  - You are pursuing just one Navy-funded certificate or degree per academic level (i.e., one associate's, bachelor's, master's, and doctoral degree)

Do you meet those academic and professional requirements?

Great! Then let’s continue…

Processing Your TA

- To apply for TA:
  - Obtain your TA application from your Navy College Office or at https://www.navycollege.navy.mil/tuition/ta4.html
  - Use your Education Plan and the academic institution's schedule to select a course that will help you achieve your educational goals
  - Be sure you meet any course pre-requisites

Processing Your TA (continued)

- ✓ Carefully read the “obligations” sections on the TA application agreement form
- ✓ Complete the form, sign it, and submit it to your Commanding Officer for approval
- ✓ BEFORE class begins, submit your signed TA application to your Navy College Office to authorize
- ✓ Submit your TA authorization voucher to your academic institution to pay for your class

Your Responsibilities

Contact your Navy College Office if you:

- ✓ Change your TA, so they can update the database
- ✓ Do not enroll in the course, or withdraw during the Drop/Add period, so those funds can be cancelled
- ✓ Are unable to complete the course – for military or personal reasons – so that you can request a TA waiver or reimburse the government
- ✓ Receive a “W”, “F”, or “I”, so that you can reimburse the government and qualify for additional TA

Your Responsibilities (continued)

- Fax your grade reports to the TA Accounting Office in Pensacola:
  DSN: 922-1149 /1032 /1079
  COMM: 850-452-1149 /1032 /1079

- Upon completing your degree, please ask your academic institution to mail a transcript to the Navy College Center (NCC):
  COMMANDING OFFICER
  ATTN: VOLED DETACHMENT (NCC)
  6490 SAUFLEY FIELD RD
  PENSACOLA, FL 32509-5204

Come Visit Your Navy College Office!

- We encourage you to visit the NCP web site (https://www.navycollege.navy.mil) to learn about other educational programs and services the Navy offers you

- Visit a Navy College Counselor to develop an Education Plan that best uses your potential credits from SMART, college level examinations, and Tuition Assistance – to meet your personal and professional goals

CONGRATULATIONS!

- You have now completed the online briefing of the CPPD/Navy College Tuition Assistance Program
  - Please print your Training Certificate on the next slide
    - Type in your name and date and submit it with your TA application to your Navy College Office to authorize your funds

Center for Personal and Professional Development

Certificate of Completion

is presented to

_____

for

Tuition Assistance Overview

_____

Date

J. PICKER, CAPT, USN
Commanding Officer
Center for Personal and
Professional Development

You Are On Your Way!

- Good luck in your academic pursuits!
- We wish you every success in achieving your educational goals, and look forward to assisting you every step of the way!